

**Physics Division Hiring Guidelines  
(Scientific Positions Only)**

**Posting the open position:**

**Obtain Approvals:** Open position must be approved by the Physics Division Director.

**Post on CJO:** Open position must be posted on the Current Job Opportunities Web Page for a minimum of two weeks. *(A waiver of posting may be granted under extraordinary circumstances and must be approved by the Physics Division Director, Human Resources Manager, and the Head of Human Resources.)*

**Notify the Physics Division Staff:** The Physics Division scientific staff will be notified by e-mail of all new searches, and provided with the job description and a list of search committee members. The staff will be encouraged to provide names of qualified candidates to the search committee. For term and post-doctoral positions, the e-mail notification may be limited (e.g. experimental or theoretical).

**Diversity Postings:** The open position will also be posted at institutions selected in order to recruit a diverse candidate pool. This list of institutions will be maintained by the General Sciences personnel office and will be periodically updated.

**Other Postings:** Advertisements may be placed in journals (i.e. CERN, Physics Today) and other employment web sites as deemed appropriate by the search committee. The search committee may also send out letters to the physics community alerting them to the open position and soliciting suggestions for qualified candidates. Widespread advertising of the position is required for Indefinite Staff and Divisional Fellow positions.

**Selection of Candidates**

**Form a Search Committee:** A search committee will be formed that is responsible for recruiting a qualified and diverse pool of applicants and selecting the best candidate for the position. The search committee will have a chair, who is responsible for organizing the search.

*Postdoctoral and Term appointments:* The search is the responsibility of the group seeking the appointment, and a search committee will be appointed by the group head.

*Indefinite Staff appointments:* A search committee will be appointed by the Physics Division Director. It will consist of a minimum of three Staff Scientists/Senior Scientists, including staff from the group seeking the appointment as well as staff from the Division at large.

*Divisional Fellow appointment:* A search committee consisting of at least three Senior Scientists drawn from the Physics Division will be appointed by the Physics Division Director.

**Review of candidate pool:** The search committee will solicit letters of reference from respected members of the physics community for each qualified applicant. Confidentiality is to be respected in a manner consistent with the Laboratory Policy. The candidate pool may consist of both internal and external applicants. All applicants (internal and external) should be evaluated in the same manner.

**Interviewing:** The search committee will select a “short list” consisting of the most qualified candidates. It is highly desirable that all candidates on the short list be interviewed by two or more members of the search committee; those that visit LBNL should also be made available to the staff committee and the hiring group for interviews. Short list candidates for Indefinite Staff or Divisional Fellow positions will give a presentation of their research that is open to the Division, and the Division Staff will be invited to interview them and provide written feedback to the search committee. All external candidates who are interviewed are required to complete the official LBNL application.

**Staff Committee:** After careful consideration and consultation, the search committee will recommend a candidate for appointment to the Physics Staff Committee. The communication to the Physics Staff Committee should include a brief synopsis of the search procedure, a written summary of the qualifications of the top candidate, and his or her CV and letters of recommendation. The application materials for all qualified candidates should be made available to the Staff Committee.

For term and post-doctoral appointments, the Staff Committee will consider whether the search meets current guidelines and the proposed candidate meets the Division’s standards. The hiring proposal must also include a brief, written career development plan indicating how the position can lead to long-term employment in the field, which the Committee will also consider. Based on these considerations, the Staff Committee will vote on the requested appointment. The Division Director will make the final decision, taking into account the report of the search committee and the vote of the Staff Committee.

For Indefinite Staff, the Physics Division Staff Committee will vote to recommend an appointment if the search meets current guidelines, the

proposed candidate is well-qualified to meet the requirements of the posted position, and the appointment is in the long term interest of the Division.

For a Divisional Fellow, the Physics Division Staff Committee will vote to recommend an appointment if the search meets current guidelines, the proposed candidate meets the highest standards for creative research and leadership, and the appointment is in the long term interest of the Division.

**Divisional Vote:** Senior Staff will vote to advise the Director on all indefinite and Division Fellow/Associated Faculty appointments. Divisional Fellows and non-tenured Associated Faculty may also vote on Divisional Fellow/non-tenured Associated Faculty appointments and on “indefinite-track” term staff appointments that may eventually be extended to indefinite appointments. (This does not include term staff appointments that are intended to become indefinite after a trial period without further divisional review.) The report of the search committee and the recommendation of the Staff Committee will be provided prior to a meeting to discuss the candidate and vote on the appointment. The vote of the Scientific Staff is advisory to the Physics Division Director, who will make the final decision for Indefinite Staff appointments. For Divisional Fellow and Senior Staff appointments, the Physics Division Director will decide whether to forward the appointment to the Laboratory Staff Committee for final approval.

## Postdoc renewal Policy

While the maximum term at LBNL is seven years, it is the intention that postdocs will not stay beyond five years. Extension to seven years is considered on an individual basis and will be granted only in exceptional circumstances following a detailed review.

- Initial appointments are approved by the staff committee for three years. This will be accomplished by an offer of two years to the candidate followed by an extension after one year for a total of three. No action is required from the supervisor for this extension.
- At the end of year two, a review is conducted. Three letters are required, of which at least two must be from outside LBNL. A brief updated career development plan is also required in writing from the requesting supervisor. A successful review will result in an extension by the staff committee for two more years making a total of five. HR action will be two separate one-year extensions with no action required by supervisor.
- At the end of the fourth year a review is conducted. Under exceptional circumstances and supported by letters, an extension of one year may be granted by the staff committee making a total of six.\*
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\*Added following the meeting of PSC 4/4/01: Clarification of the criteria necessary for extension past 5 years:

- Has an excellent chance to obtain indefinite position in HEP
  - Is starting to take action to achieve this (is aware and on the right track and beginning active search for position)
- At the end of the fifth year another review, without new letters, is conducted by the staff committee and a final extension to the full seven year term may be granted under exceptional circumstances.
  - The Division Director may issue a terminal six month extension, with notice given at least one year prior to the termination date. No terminal six month extension is to begin before the end of the appointee's second year. (Approved at meeting of PSC 10/15/02)

Adopted by Physics Staff Committee 6/30/2000